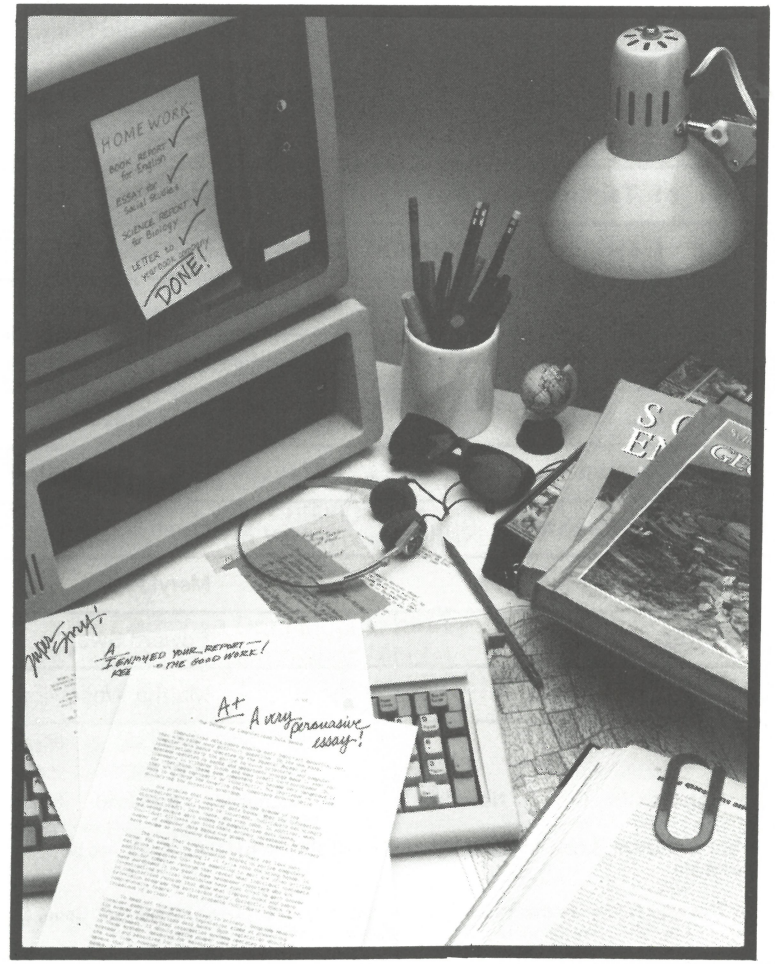
HOMEWORK writer™

By Michael Sweet


HOME WORK
BOOK REPORT for English
ESSAY for Social Studies
SCIENCE REPORT for Biology
LETTER to YOUR GRANDMOTHER
DONE!
A I ENJOYED YOUR REPORT — KEEP THE GOOD WORK!
A+ A very persuasive essay!

SCHOLASTIC

Program Developer	Michael Sweet
Program Design	Gwen Solomon Philip Miller
Project Editor	David A. Bowman
Published by	Scholastic Software 730 Broadway New York, NY 10003
Publisher	Peter Kelman
Director of Technology	Walter J. Koetke
Director of Product Development	Philip Miller
Production Manager	Pamela Lawson
Production Editor	Martine Coscia
Print Coordinator	Mary Stevens
Print Production	Rick Scarbrough
Coordinator, Technical Support	Owen Long
Manufacturing Manager	Meryl Wolfe
Controller	Edward Swart
Operations Manager	Martha Wojtowicz

Scholastic Inc. New York Toronto London Auckland Sydney

Copyright © 1988 by Scholastic Inc. All rights reserved. Printed in U.S.A. Published by Scholastic Inc.

Notice: This work is fully covered by the Copyright law of the U.S. (Title 17 of the U.S. Code) and the Universal Copyright Convention. Unauthorized copying is strictly prohibited.

ISBN: 0-590-86887-X 12 11 10 9 8 7 6 5 4 3 9/8 0 1/9

TABLE OF CONTENTS

Introduction 5

Quick Guide 7
Getting Started 8
- Equipment You Need (Apple) 8
- Equipment You Need (MS-DOS) 8
- Loading the Program (Apple) 9
- Loading the Program (MS-DOS) 9
- Using *Homework Writer* on Your Hard Disk (MS-DOS) 10
- The TYPE SIZE MENU (Apple) 10
- The MAIN MENU 11
- Getting Help 12
- Creating Apple Data Disks 12
- Creating MS-DOS Data Disks 13
- Configuring Your System 14
- About Disk Swapping 14

Get Ideas 15
- How the Idea Banks Work 16
- What Should You Do With Your Idea Files? 19

Organize Outline 20
- How the Organize Outline Module Works 21
- Quitting, Saving, and Printing 22
- What Should You Do With Your Outline? 22

Compose Draft 23
- How the Compose Draft Module Works 24
  - Compose Draft Commands (Apple) 25
  - Compose Draft Commands (MS-DOS) 26
- Using the Notepad 26
- Quitting, Saving, and Printing 27
- What Should You Do With Your Draft? 28

Reference Guide 29
Disk Work (Apple) 30
- Creating Data Disks (Apple) 31
- Deleting Files (Apple) 31
- Select Data Disk Drive (Apple) 32
- Select Printer Slot (Apple) 32

Disk Work (MS-DOS) 33
Select Data Disk Drive (MS-DOS) 33
Set Data Disk Prefix (MS-DOS) 34
Deleting Files (MS-DOS) 35

The Compose Draft Word Processor 36
Managing Files 36
Writing and Editing Text 38
Apple Key Commands 38
Alt Key Commands 39
Working With the Compose Draft Word Processsor for the First Time 42

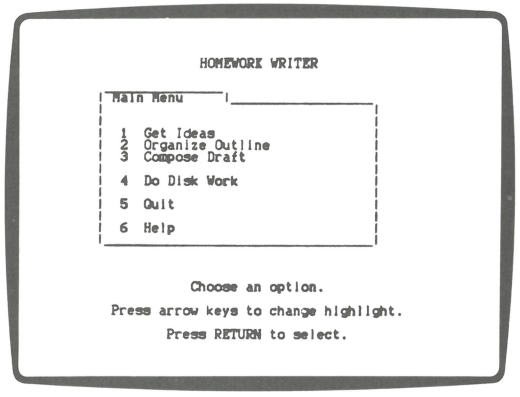
The Notepad 45
How the Notepad Works 45
Ways to Use the Notepad 48

Saving and Printing Your Work 49
Setting Data Disk Prefix (MS-DOS) 49
General Guidelines for Saving Your Work (Apple) 50
General Guidelines for Saving Your Work (MS-DOS) 50
Saving in Get Ideas 51
Saving in Organize Outline 52
Saving in Compose Draft 52
Printing Your Work 53
Printing in the Get Ideas Module 53
Printing in the Organize Outline Module 56
Printing in the Compose Draft Module 57
The Quick Print Option 57
The Full Print Option 57

Using *Homework Writer* With Other Word Processors 60
Apple Word Processors 60
Remove Extra Carriage Returns? 60
Bank Street Writer™ III 61
ProDOS *PFS: Write™* 62
AppleWorks™ 62
MS-DOS Word Processors 64

INTRODUCTION

Homework Writer ™ helps you with every step of school writing assignments: getting ideas, organizing those ideas, and writing drafts and final copies. As the MAIN MENU shows, *Homework Writer* includes three main sections, called modules: Get Ideas, Organize Outline, and Compose Draft.



Here's a quick description of each module:

- **Get Ideas** If you need an idea for a short story or essay, use the Get Ideas module to see the Idea Banks. Each bank contains ideas for essays, stories, and other writing assignments.
- **Organize Outline** If you need to organize your ideas for a writing project, use the Organize Outline module to create an outline format. This module helps you organize outlines that are perfect for more than 10 different types of writing—from book reports to business letters.
- **Compose Draft** Use the handy word processor in the Compose module to write drafts and final copies of your assignments. The Compose word processor has a special Notepad feature that allows you to split the screen to display notes, ideas, and even outlines as you write!

Each *Homework Writer* module allows you to revise, save, and print your work. Together they will help take the worry out of writing assignments.

NOTE: To save your writing, you will need a data disk. It's a good idea to create at least one data disk before you begin working with Homework Writer. *See Creating Apple Data Disks, on page 12 or, Creating MS-DOS Data Disks, on page 13.*

QUICK GUIDE

Use this Quick Guide to get up and going with *Homework Writer*. The Quick Guide begins with a Getting Started section that provides instructions for loading the program into your computer. These instructions are followed by separate sections that describe the three modules: Get Ideas, Organize Outline, and Compose Draft.

If you are using the program for the first time, begin by selecting the Get Ideas module. In this module, you will find a group of Idea Banks that will help you get started on a writing project. Once you have enough ideas to get started, move on to the Organize Outline module, where you put your ideas into outline form. Then proceed to the Compose Draft module, where you can use your outline as a guide for writing drafts of your composition.

Of course, you don't always have to start in the Get Ideas module. Some writers prefer to begin in the Organize Outline or Compose Draft modules, and then switch to the Get ideas module when they are stuck and need some fresh ideas.

Because *Homework Writer* is very flexible, you can choose to use the modules in any order you want. The order that you choose will depend on what sort of homework project you are working on and your personal writing style. It will also depend on your "personal writing process"—the particular steps and stages that you go through when you work on a writing project.

GETTING STARTED

Homework Writer is easy to use. First you set up your system for the program. Then you move through the program by making choices from menus. Once you have selected an activity from a menu, you simply follow the instructions that appear on the screen.

This section tells you the equipment you will need, how to load *Homework Writer*, how to format data disks for saving your writing, how to move through the program, and how to configure your system for either one or two disk drives.

Equipment You Need (Apple)

To use *Homework Writer*, you will need the following equipment:

- An Apple *IIe*, IIc, or IIGS computer with at least 128K
- A monitor or TV
- One copy of the *Homework Writer* program disk
- One or more data disks for saving your writing
- A printer (optional)

Equipment You Need (MS-DOS)

To use *Homework Writer*, you will need the following equipment:

- An IBM PC, PC*jr.*, PS2, Tandy 1000, or an IBM compatible computer
- A double-sided disk drive
- A monitor or TV
- A DOS disk (version 2.0 or higher)
- One copy of the *Homework Writer* program disk

- A printer (optional)

Loading the Program (Apple)

Follow these instructions to load the *Homework Writer* program into your computer:

1. Insert the *Homework Writer* program disk, label facing up, into the disk drive and close the drive door.
2. Turn on the computer and monitor. (If the computer is already on, press the Control, , and Reset keys at the same time.) The disk drive will whir as the program loads.
3. In a moment, the TYPE SIZE MENU will appear. When you see the TYPE SIZE MENU, you are ready to start *Homework Writer.*

Loading the Program (MS-DOS)

You will need your DOS disk (version 2.0 or higher) each time you load *Homework Writer* into your computer. You cannot install DOS on the *Homework Writer* disks. Follow the instructions below to load the *Homework Writer* into your computer:

1. Make sure your computer is turned off.
2. Turn on the monitor.
3. Insert the DOS disk in Drive A.
4. Turn on the computer. Prompts will appear on the screen asking you to enter the date and the time. Press Enter twice to skip these requests, or type the date and the time, pressing Enter after each entry. When the A> prompt appears, you are ready to load *Homework Writer.*
5. Remove your DOS disk from Drive A and insert Side 1 of the *Homework Writer* program disk.
6. Type **HW** and press Enter.

7. When *Homework Writer* finishes loading, the MAIN MENU will appear.

Using *Homework Writer* on Your Hard Disk (MS-DOS)

To install *Homework Writer* on your hard disk, follow these instructions:

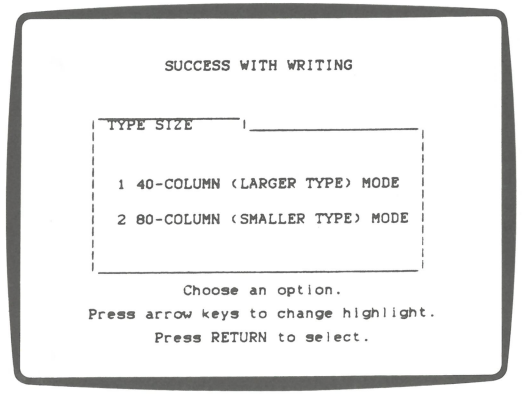
1. Insert the *Homework Writer* program disk, labeled Disk 1, in Drive A.
2. Type **HINSTALL**.
3. Follow the instructions that appear on the screen.

To save files on your hard disk, choose Do Disk Work from the MAIN MENU, and choose Select Data Disk Drive. Then choose Drive C.

To save your writing files on your hard disk under a different prefix, choose Set Data Disk Prefix from Do Disk Work. Then enter the new prefix. For more information about how to do this, see the section, Set Data Disk Prefix, on page 34 of the Reference Guide.

The TYPE SIZE MENU (Apple)

Once *Homework Writer* loads into your Apple computer, the program will pause at the TYPE SIZE MENU:

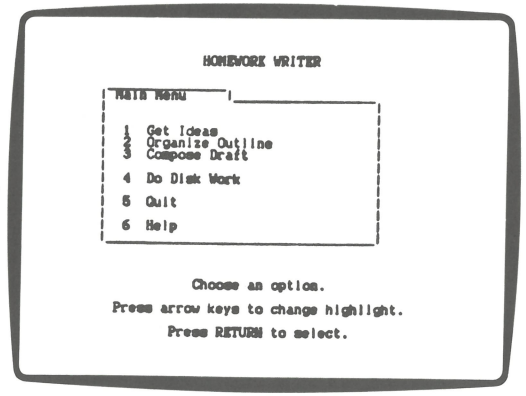

SUCCESS WITH WRITING
TYPE SIZE
1 40-COLUMN (LARGER TYPE) MODE
2 80-COLUMN (SMALLER TYPE) MODE
Choose an option.
Press arrow keys to change highlight.
Press RETURN to select.

The TYPE SIZE MENU allows you to indicate whether you want large type (40-column) or small type (80-column) to appear on your monitor screen. If you want large type, use the arrow keys to highlight the 40-column mode option. Then press Return. If you want small type, highlight the 80-column mode option and press Return. You will usually want to choose the 40-column option if you are using a monitor that does not display 80-column text clearly. Once you choose an option from the TYPE SIZE MENU, the MAIN MENU will appear.

NOTE: The MS-DOS version of Homework Writer *does not have a TYPE SIZE MENU.*

The MAIN MENU

The MAIN MENU is your "home base" in the *Homework Writer* program. Here's how it looks:



NOTE: Most screen shown in this manual are from the Apple version of Homework Writer. *The instructions at the bottom of the screen may differ in the MS-DOS version.*

As you can see, the MAIN MENU lists the three modules. It also includes Disk Work and Help options.

Making Choices From the MAIN MENU

To choose an option from the MAIN MENU, or any of the *Homework Writer* menus, use the arrow keys to highlight the option that you want. Then press Return to select that option. To quit an option, press Esc.

The Menu Structure

You are probably familiar with the menu-driven structure of *Homework Writer.* For each option you select from a menu, the program may supply an additional menu. If you press Esc to quit an option, you will either return to the menu from which you came, or else *Homework Writer* will bring you to a closing menu that lets you save or print your current work.

If you keep quitting options, you will end up back at the MAIN MENU. The MAIN MENU includes the three modules: Get Ideas, Organize Outline, and Compose Draft. It also includes a Disk Work and a Help option.

Getting Help

For every module, *Homework Writer* provides a help screen. If you're not sure what to do, choose Help from the menu.

Creating Apple Data Disks

You will need blank, formatted disks to save your writing.

To format a data disk, if you are using *Homework Writer* on an Apple computer, load the *Homework Writer* program and follow these steps:

1. Select the Do Disk Work option from the MAIN MENU.
2. Select the Format Data Disk option from the DISK WORK MENU.
3. Insert a blank disk or one you no longer need into the drive.

4. Follow the instructions that appear on the screen.

When the program completes the formatting process, the formatted disk is ready to use as a *Homework Writer* data disk.

Creating MS-DOS Data Disks

If you are using the *Homework Writer* MS-DOS version, use your DOS system disk to format data disks. You should do this before you load *Homework Writer.* If you need to format a blank disk while you are using *Homework Writer*, you can exit to DOS by choosing Quit from the MAIN MENU. (Remember, any writing you've done and have not saved will be lost!) When the A> prompt appears, remove the *Homework Writer* disk and insert your DOS disk.

To format a blank MS-DOS data disk:

1. Load your DOS disk into the drive. (If you have two disk drives, load the disk in Drive A.)
2. When the A> prompt appears, you are ready to format your data disk.
3. If you have one disk drive, type **FORMAT A:** Then follow the on-screen instructions.

   If you have two disk drives, place the blank disk in Drive B. Type **FORMAT B:** Then follow the on-screen instructions.
4. When you are finished, the formatted disk will be ready to use as a *Homework Writer* data disk. You can now load or reload *Homework Writer.* To do this, remove your DOS disk or data disk from Drive A. Then insert the *Homework Writer* program disk, labeled Disk 1. Type **HW** and press Enter.

Configuring Your System

The Do Disk Work option on the MAIN MENU allows you to tell *Homework Writer* whether you have one or two disk drives. For this option, *Homework Writer* provides on-screen instructions that step you through the process.

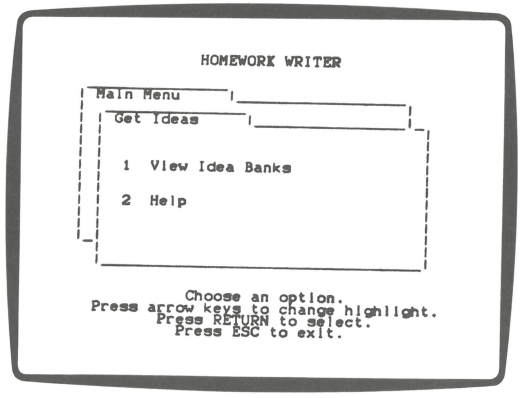
About Disk Swapping

Homework Writer loads one menu selection at a time into the computer's working memory. If you are using the 3.5-inch version of the program, you will not have to switch disks when the program needs to load a new option. If you are working with two standard floppy disk drives, *Homework Writer* will at times prompt you to flip your program disk from Side 1 to Side 2. If you are using one standard floppy disk drive, the program will prompt you both to flip the disk and to switch your program disk with your data disk from time to time.

GET IDEAS

The Get Idea module includes 10 Idea Banks that will spark your imagination and help you discover topics and ideas for writing projects. Once you come up with some ideas, you can use them to help you answer the prompts in the Organize Outline module, or you can save your ideas on a data disk and load them into the Compose Draft word-processing module.

After you select Get Ideas from the MAIN MENU, the GET IDEAS MENU will appear:



When you see this screen, you have two choices. You can see a list of the Idea Banks, or you can choose to see a help screen that describes this module.

When you select View Idea Banks, *Homework Writer* will display the 10 Idea Banks. Each Idea Bank contains a list of words, phrases, and topics.

Here are the Idea Banks you can use:

Descriptive Essay Select this option to see a list of ideas for descriptive essays.

Comparative Essay Select this option to see a list of ideas for comparative essays.

Persuasive Essay Select this option to see a list of ideas for persuasive essays.

Story Ideas Select this option to see a list of ideas for stories.

Settings Select this option to see a list of story settings.

Items Select this option to see a list of assorted items that you might want to include in your story.

Moods Select this option to see a list of moods to describe in a story.

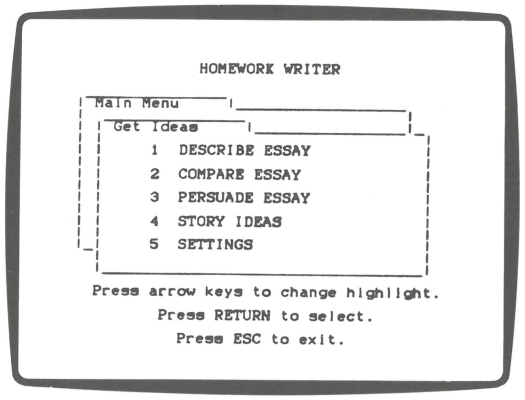
Personalities Select this option to see a list of personality traits that you might want to use in describing the characters in a story.

Physical Traits Select this option to see a list of physical traits that you might want to use in describing the characters in a story.

Professions Select this option to see a list of professions for the character(s) in your story.

How the Idea Banks Work

Once you choose an Idea Bank, the program will display a list of words, phrases, and ideas. If you choose Descriptive Essay, for example, the screen will look like this:

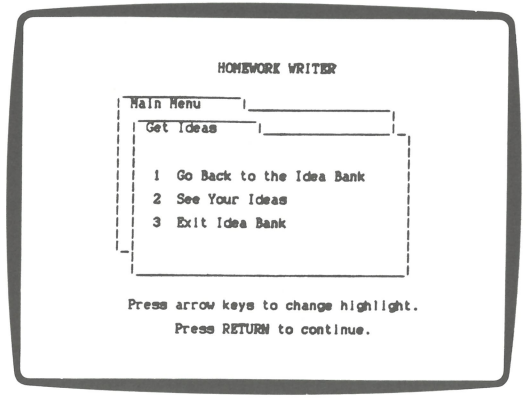


Follow the instructions on the screen to choose the items you want.

If you are using *Homework Writer* on an Apple computer, a prompt will appear at the bottom of many screens telling you to "Press A-Return to continue" or "Press ⌘-Return to continue." When you see this prompt, press the ⌘ and the Return key together.

If you are using *Homework Writer* with MS-DOS, when you are finished, press either the F1 key or Alt-F (the Alt key and the F key at the same time).

You will see this menu:



By choosing an option from this screen, you can go back to the Idea Bank to view and edit the ideas you selected, or leave this particular Idea Bank.

View Your Idea

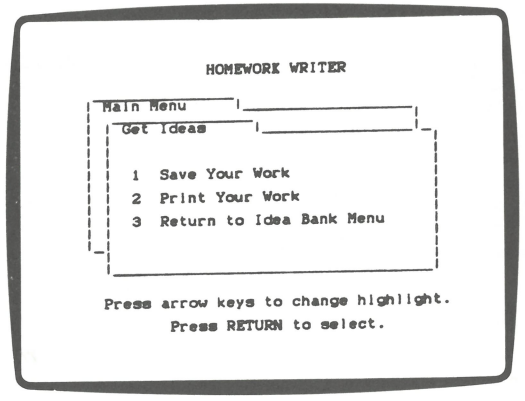
By choosing the View option, you can view and edit the ideas that you seleted before you print or save them.

The ideas that you selected earlier will appear on the screen. To edit the text, use the arrow keys to position the cursor, and use the Delete key to erase text. Then type the new text.

Press ⌘-P (Apple), or Alt-P (MS-DOS), to print your work. Press ⌘-Return (Apple), or Alt-F or F1 (MS-DOS), when you have finished viewing and editing your ideas.

Saving Your ideas

To save your ideas, select Exit the Idea Bank. You will see this menu:



You can now save your work, print a final copy of your work, or return to the GET IDEAS MENU. *Be careful! If you leave without saving or printing your work, it will be lost forever.*

What Should You Do With Your Idea Files?

Use your idea files as the raw material for the outlines and drafts you will create using the Organize Outline and Compose Draft modules. There are two ways to do this:

- Print your ideas file. Use the printed copy as a resource when you answer the prompts in the Organize Outline module, or when you write in the Compose Draft module, or when you work on your writing away from the computer.
- Save your idea file on a data disk. Then go to the Compose Draft module and load your file into the Notepad. Once your file is in the Notepad, you may press ⌘-N (Apple) or Alt-N (MS-DOS) to see it as you type your first draft. You can also copy sections of your idea file from the Notepad into your composition.

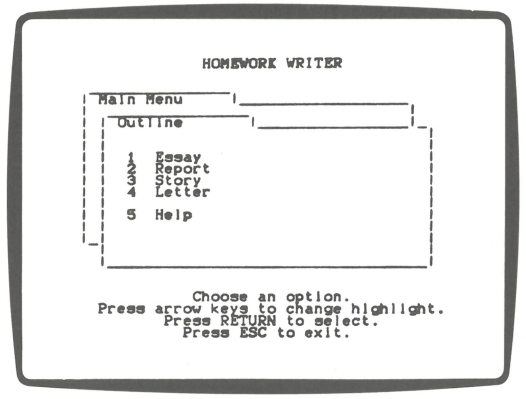
The Idea Banks were designed to help you tap into your imagination and experience, to give you access to material you already have in mind, and to help you make connections between your ideas. Examine your idea files for clues: What ideas did you focus on? Are there repeating themes or images? Which issues and topics do you want to develop?

When you create your outline in the Organize outline module, go back to your idea files for topics. When you develop your writing in the Compose Draft module, look at these files for inspired images, specific details, and associations.

ORGANIZE OUTLINE

The Organize Outline module helps you organize your ideas into an outline form that is appropriate for a homework essay, report, story, or letter. Once you have created an outline in the Organize Outline module, you can use it as a guide for composing a first draft in the Compose Draft module.

After you select Organize Outline from the MAIN MENU, the OUTLINE MENU will appear:



Follow the instructions on the screen to choose a type of writing from the menu. Once you do, you will see another menu that asks you to be even more specific. For example, if you choose the Essay option from the ARRANGE MENU, the next menu will ask you whether you are writing a persuasive, explanatory, descriptive, or comparative/contrastive essay.

Here are the types of outlines you can create in the Arrange module:

Essay You can work on an outline for a persuasive essay, an explanatory essay, a descriptive esssay, or a comparative essay.

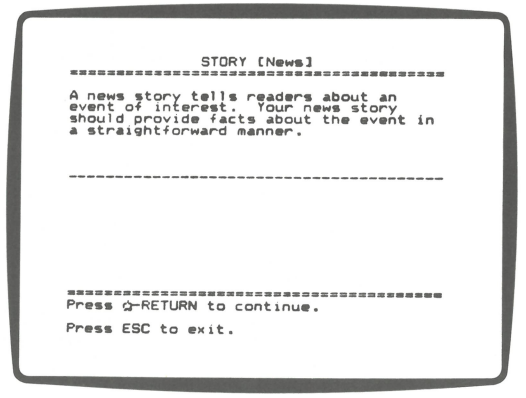
Report You can work on an outline for a book report or a science report.

Story You can work on an outline for a news story or a narrative story (fiction).

Letter You can work on an outline for a friendly letter, a business letter of complaint, or a business letter of request.

How the Organize Outline Module Works

Once you choose a type of writing, the program will provide some instructions. The screen will look like this:


STORY [News]
A news story tells readers about an event of interest. Your news story should provide facts about the event in a straightforward manner.
Press ⌘-RETURN to continue.
Press ESC to exit.

Instructions appear at the top of the screen, and you type your responses on the bottom half. Once you have finished your response, press ⌘-Return (Apple) or, F1 or Alt-F (MS-DOS) to continue to the next screen. As you move from screen to screen, *Homework Writer* will store your responses. Then it will organize and display your responses in outline form.

NOTE: Depending on your system configuration, the Apple prompt may appear as A *or* ⌘.

Quitting, Saving, and Printing

At any time, you can press Esc to quit and return to the OUTLINE MENU. Once you press Esc, or once you have followed all the instructions and finished your outline, the program will ask you if you want to print or save your work. *Be careful. If you quit without saving or printing your work, it will be lost forever.*

What Should You Do With Your Outline?

Use your outline as a guide to writing a first draft of your composition in the Compose Draft module. There are two ways to do this:

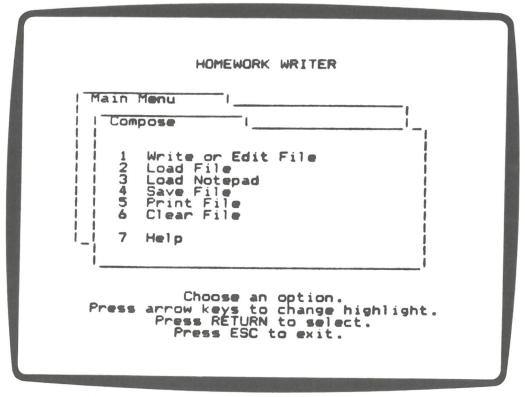
- Print your outline. Use the printed copy as a guide to writing your essay.
- Save your outline on a data disk. Then go to the Compose Draft module and load your outline into the Notepad. Once your Outline is in the Notepad, you may press ⌘-N (Apple) or Alt-N (MS-DOS) to see it as you type your first draft. You can also copy sections of your outline from the Notepad into your composition.

As you write your first draft, turn the main headings from your outline into the topic sentences of paragraphs. Then turn the subheadings from your outline into supporting sentences that help explain the topic sentence, or that support it with details or examples.

COMPOSE DRAFT

The Compose Draft module is a full-featured word processor. Use it to develop your ideas from the Get Ideas and Organize Outline modules into first drafts and finished written products. The Notepad, one special feature of the Compose Draft module, lets you post one file on the screen while you work on a separate file. This makes it easy to use ideas from the Get Ideas module or an outline from the Organize Outline module when you write a first draft.

After you select the Compose Draft option from the MAIN MENU, the COMPOSE MENU will appear:



Follow the instructions on the screen to select the option you want. The options include:

Write or Edit File Use this option to create a new text file in the word processor, or to return to the file that is presently in the word processor.

Save File Use this option to save the file that is currently in the word processor to a data disk.

Load File Use this option to load an existing file from a data disk so you can edit or expand it, or to append a file to the text that is currently in the word processor.

Load Notepad Choose this option to load a file into the Notepad. Once a file is in the Notepad, you can look at it or copy text from it as you work in the word processor.

Print File Select this option to print the file that is currently in the word processor.

Clear File Use this option to clear a file from the word processor so you can load a different one. *Remember to save a file before you clear it. If you clear a file without saving it, it will be gone forever.*

How the Compose Draft Module Works

The Compose Draft module is a text editor, or word processor. If you select the Write or Edit File option from the COMPOSE MENU, your screen will look like this:

To begin a new file, first name it, and then simply start typing. To save a file that you have written or edited, press Esc to go back to the COMPOSE MENU. Then choose the Save File option. Once you have saved a file on your data disk, you can retrieve it at any point by choosing the Load File option from the COMPOSE MENU. *Homework Writer* will list the files on your data disk, and you can select the one you want to load. Once you have loaded a file into the word processor, you may add to it, edit it, save it, or print it.

Compose Draft Commands (Apple)

If you are using *Homework Writer* on an Apple computer, use this list of Apple key commands when you are writing or editing your file. To use these commands, press an Apple key and the letter or number key at the same time.

Use:	To:
-1	Place the cursor at the top of the file.
-9	Place the cursor at the bottom of the file.
-C	Copy a block of text.
-D	Delete a block of text.
-E	Exchange Insert with Overstrike mode.
-F	Find a letter, word, or block of text.
-L	Change line spacing from single to double.
-M	Move a block of text.
-N	Display the Notepad.
-P	Print a draft.
-U	Undelete text.
-Z	Zoom to show carriage-return markers.
- Delete	Delete text to the right of the cursor.
- arrows	Jump cursor to beginning or end of a line, or to top or bottom of screen.
-?	Display a list of the Apple key commands.

On an Apple *IIe* or IIc keyboard, there are two Apple keys on either side of the Space Bar. On an Apple IIGS, there is just one Apple key. It appears to the left of the Space Bar.

NOTE: Depending on your system configuration, the Apple prompt may appear as A *or* .

Compose Draft Commands (MS-DOS)

If you are using *Homework Writer* on an IBM computer, use this list of Alt key commands when you are writing or editing your file. Some options have two commands. You can either press the appropriate Function key, or press the Alt key and the letter or number key at the same time.

Use:	To:
Home	Place the cursor at the top of the file.
End	Place the cursor at the bottom of the file.
Alt-C or F1	Copy a block of text.
Alt-D or F2	Delete a block of text.
Alt-E or F3	Exchange Insert with Overstrike mode.
Alt-S or F4	Search for a letter, word, or block of text.
Alt-L or F5	Change line spacing from single to double.
Alt-M or F6	Move a block of text.
Alt-N or F7	Display the Notepad.
Alt-P or F8	Print a draft.
Alt-U or F9	Undelete text.
Alt-R or F10	Display carriage-return markers.
Backspace	Delete a character to the left of the cursor.
Alt-(1-9)	Relocate cursor.
Ctrl-arrows	Jump cursor to beginning or end of a line, or to top or bottom of screen.
Alt-H	Display a list of Alt key commands on the screen.

Using the Notepad

You may load a file into the Notepad before you load a file into the word processor, or after you have begun typing a file. If you want to use the Notepad, make sure that the COMPOSE MENU is on the screen and follow these steps:

1. Select Load Notepad from the COMPOSE MENU. *Homework Writer* will display the list of files from your data disk.
2. Select the file you want to put into the Notepad. Use the arrow keys to highlight the file you want and press Return or Enter. *Homework Writer* will load that file into the Notepad.

Once you have loaded a file into the Notepad, you can display it by pressing -N (Apple) or Alt-N (MS-DOS) while working in the word processor. *Homework Writer* will post your file on one half of the screen. To scroll through the Notepad, press the key and an arrow key at the same time (Apple), or press the Ctrl and PgDn keys at the same time (MS-DOS). To copy text from the Notepad into your file, press -C (Apple) or Alt-C (MS-DOS) and follow the prompts. To hide the Notepad and return to typing, press Esc.

NOTE: depending on your system configuration, the Apple prompt may appear as A *or* .

Quitting, Saving, and Printing

In the Compose Draft module, instructions always appear at the bottom of the screen. Specific instructions will appear each time that you use a command key to edit or print your text. When you have finished writing and you want to exit, press Esc. This will bring you to the COMPOSE MENU.

To save a file, select the Save File option from the COMPOSE MENU and follow the prompts.

To print a file, the file must be loaded into the word processor. From the COMPOSE MENU, choose Print File and then follow the prompts. *Homework Writer* gives you the option of printing the file exactly the way it appears on the screen, or choosing other formatting options (line spacing, page numbers, line numbers, and so on). Follow the on-screen instructions to choose the print options that you prefer.

If you want to print a quick copy of your writing, press ⌘-P (Apple) or Alt-P (MS-DOS) as you type in the Compose Draft word processor. Your work will be printed exactly as it appears on the screen.

NOTE: depending on your system configuration, the Apple prompt may appear as A *or* ⌘.

What Should You Do With Your Draft?

Is your file a first or final draft? Is it somewhere in between? Some writers believe that a writing project is never finished, just abandoned. You may find that printing a draft, or saving a file and coming back to it, will give you a new perspective that will help you revise or expand your homework project. Once you have created or worked on a file, you can print a draft, or save your file on a data disk. Once you save it, you can load it into the word processor and continue to work on it.

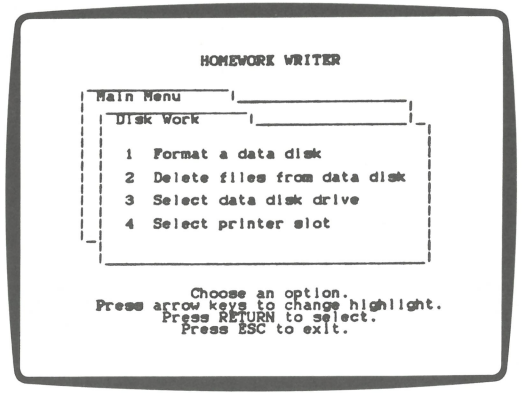
REFERENCE GUIDE

This Reference Guide provides detailed instructions on how to use *Homework Writer.* Start by reading the Quick Guide. Each time you need more information about a certain feature or function, turn to this Reference Guide.

DISK WORK (Apple)

If you are using *Homework Writer* on an Apple computer, the Disk Work option on the MAIN MENU enables you to format data disks for saving your writing, to delete files from data disks, to designate the number of disk drives connected to your computer, and to select a printer slot. This section explains how to use each of these options.

Once you choose Do Disk Work from the MAIN MENU, *Homework Writer* will display the DISK WORK MENU:



NOTE: If this is the first time you are using Homework Writer, *you must designate the disk drive you want to use to save your work. See the Select Data Disk Drive section on page 32.*

Creating Data Disks (Apple)

To save your writing, you will need formatted data disks. To format a data disk, follow these steps:

1. Select the Format a Data Disk option from the DISK WORK MENU.
2. Insert a blank disk or one you no longer need into the drive.
3. Follow the prompts to specify whether the disk you want to format is in the correct drive. *Use a disk you no longer need. Once the disk is formatted, all information on the disk you saved before will be gone forever.*

When the program successfully completes the formatting process, the disk is ready to use to save *Homework Writer* text files.

NOTE: You can also use your ProDOS system disk to format a data disk.

Deleting Files (Apple)

Homework Writer stores your writing as files on disk. To erase a file you no longer need (and to free disk space for saving new files), use the Delete Files from Data Disk option. Here's how it works:

1. Select the Delete Files from Data Disk option.
2. Insert the disk from which you want to delete files into a drive. *Homework Writer* will display a list, or catalog, of the files on that disk.
3. Highlight the file that you want to delete.
4. The program will prompt you to confirm your choice. *Be very careful. If you accidently delete a file, it will be gone forever.*

NOTE: You can also use your ProDOS system disk to delete files from Homework Writer *data disks.*

Select Data Disk Drive (Apple)

When you begin using *Homework Writer*, you must use the Select Data Disk option to tell the program where to save your work. In fact, this option allows you to identify both the program disk drive, where *Homework Writer* will look for program routines, and the data disk drive, where it will save your work on data disks.

You may designate either Drive 1 or Drive 2 as your data disk drive. If you designate Drive 1 as your data disk drive, *Homework Writer* assumes that you have just one disk drive. In this case, the program will prompt you to swap your data disk with your program disk from time to time. If you designate Drive 2 as your data disk drive, *Homework Writer* assumes that you will keep your program disk in Drive 1.

Select Printer Slot (Apple)

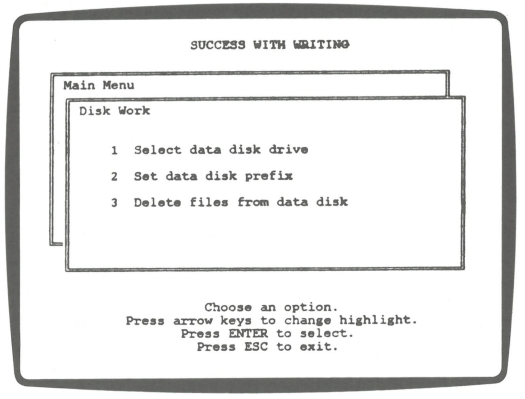
Use this option to specify the slot where your printer interface card is located. *Homework Writer* assumes that the card will be in Slot 1. If the card is not in Slot 1, choose the Select Printer Slot option. Type the number of the slot and press Return.

Homework Writer will ask you if you want to save the setting on your program disk. It's a good idea to save the setting if your printer card is in a slot other than 1 and if you always use *Homework Writer* with the same computer. That way, *Homework Writer* will know where to look for the printer each time you use the program.

DISK WORK (MS-DOS)

If you are using *Homework Writer* on an IBM computer, the Disk Work option on the MAIN MENU enables you to designate the number of disk drives connected to your computer, to set a data disk prefix, and to delete files from data disks. This section explains how to use each of these options.

Once you choose Do Disk Work from the MAIN MENU, *Homework Writer* will display the DISK WORK MENU:


SUCCESS WITH WRITING
Main Menu
Disk Work
1 Select data disk drive
2 Set data disk prefix
3 Delete files from data disk
Choose an option.
Press arrow keys to change highlight.
Press ENTER to select.
Press ESC to exit.

NOTE: If this is the first time you are using Homework Writer, *you must designate the disk drive you want to use to save your work. See the Select Data Disk Drive section below.*

Select Data Disk Drive (MS-DOS)

When you begin using *Homework Writer*, you must use the Select Data Disk option to tell the program where to save your work. In fact, this option allows you to identify both the program disk drive, where *Homework Writer* will look for program routines, and the data disk drive, where it will save your work on data disks.

You may designate either Drive A, Drive B, or Drive C as your data disk drive. If you designate Drive A as your data disk drive *Homework Writer* assumes that you have just one disk drive. In this case, the program will prompt you to swap your data disk with your program disk from time to time.

If you designate Drive B as your data disk drive, *Homework Writer* assumes that you will keep your program disk in Drive A.

If you designate Drive C as your data disk drive, *Homework Writer* will save files on your hard disk.

Set Data Disk Prefix (MS-DOS)

Use this option to set the prefix (data disk path name) of your subdirectory so the program will automatically load and store files under that subdirectory on your data disk or hard drive.

When you first load *Homework Writer*, the program will automatically default to an empty prefix (the root directory). To save files under a specific prefix (a subdirectory), type the new prefix and then press Enter.

For example, to save and load files from a subdirectory names STORIES under the prefix MAIN, you would type **\MAIN\STORIES**. The program will now automatically load and save all work under that prefix.

NOTE: You can also change the prefix each time you load or save a file within all of the Homework Writer *modules. When you go to save or load a file, the program will display the current prefix and ask if this is the prefix you want. To keep the prefix, type* ***Y*** *for Yes. To change the prefix, type* ***N*** *for No. Then type the new prefix and press Enter.*

Deleting Files (MS-DOS)

Homework Writer stores your writing as files on disk. To erase a file you no longer need (and to free disk space for saving new files), use the Delete Files option. Here's how it works:

1. Select the Delete Files from the Data Disk option.
2. Insert the disk from which you want to delete files into a drive. *Homework Writer* will display a list, or catalog, of the files on that disk.
3. Highlight the file that you want to delete.
4. The program will prompt you to confirm your choice. *Be very careful. If you accidentally delete a file, it will be gone forever.*

NOTE: You can also use your DOS system disk to delete files from Homework Writer *data disks.*

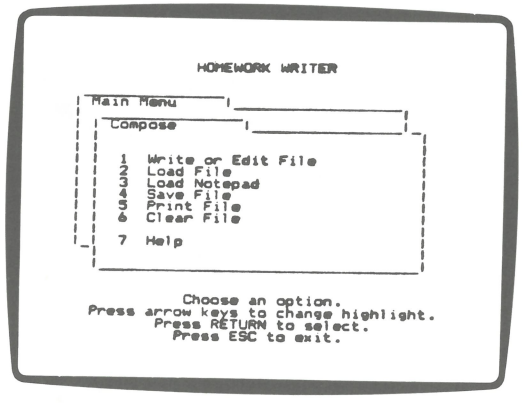
THE COMPOSE DRAFT WORD PROCESSOR

The Compose Draft module contains a full-featured word processor. When you use the Compose Draft word processor, you will be concerned with two kinds of work. The first is managing files—loading files you want to work on, appending one file to another, clearing files, and saving files to disk. The second is editing text—writing, deleting, moving, and copying letters, words, or blocks of text as you compose.

Managing Files

If you have never used a word processor before, it may help you to think of a file as a piece of paper in a typewriter. As long as the piece of paper is in the typewriter, you may type on it. In the same way, as long as a file is loaded into the computer's memory, you may work on it.

The word processor in the Compose Draft module reserves a part of the computer's memory for a special feature called the Notepad. If you load a file into the Notepad, you may display it at the same time as you work on another file. The Compose Draft word processor also lets you append one file to another, so you can merge a number of files together. When you choose Compose Draft from the MAIN MENU, you will see the COMPOSE MENU:



Here are brief descriptions of each option on the menu:

Write or Edit File Use this option to create a new text file in the word processor, or to return to the one that is presently in the word processor.

Load File Use this option to load an old file from a data disk so you can edit or expand it, or to append a file to the text that is currently in the word processor.

Load Notepad Use this option to load a file into the Notepad. Once a file is in the Notepad, you can look at it or copy text from it to your work in the word processor.

Save File Use this option to save the file that is currently in the word processor on a data disk.

Print File Select this option to print the file that is currently in the word processor.

Clear File Use this option to clear a file from the word processor so you can load a different one. *Remember to save a file before you clear it. If you clear a file without saving it, it will be gone forever.*

Writing and Editing Text

When you select Write or Edit File from the COMPOSE MENU, you will see the blank Compose screen:

Think of this screen as your piece of paper. Whatever you type on the keyboard will appear on the screen. To erase a character, press the Delete (Apple) or Backspace (MS-DOS) key. The cursor will move backward and delete one character.

If you need help as you are writing, press ⌘-? (Apple) or Alt-H (MS-DOS). You will see a list of commands that will enable you to edit your text.

Apple Key Commands

To use an Apple key command, press an Apple key at the same time as the designated key. For example, to move text, you would press the Apple and M keys together.

Here are explanations of the Apple key commands. Try using each one as you write or edit in the Compose module.

Use:	To:
⌘-1	Move the cursor to the first letter in the file.
⌘-9	Move the cursor to the last letter in the file.
⌘-C	Copy a block of text. *Homework Writer* will prompt you through the process of highlighting the block you want to copy. Then the program will prompt you to position the cursor at the location you want the block copied.
⌘-D	Delete a block of text. *Homework Writer* will prompt you through the process of highlighting the block you want to delete. If you accidently delete a block, you can use the Undelete function (⌘-U) to get it back.
⌘-E	Exchange Insert mode with Overstrike mode and back again. With Insert mode, you type new text and the old text moves to the right. With Overstrike mode, you type over old text and replace it with new text.
⌘-F	Search your text for a letter, word, or block of text. *Homework Writer* will ask you to type the text you want to find. Then *Homework Writer* will perform the search. Each time the program finds a match, it will highlight it and then ask you if you want to continue the search.
⌘-L	Switch between single- and double-line spacing.
⌘-M	Move a block of text. Once you press ⌘-M, *Homework Writer* will prompt you through the process of highlighting the block that you want to move. Then the program will prompt you to position the cursor where you want to place the block.
⌘-N	Display a file you loaded into the Notepad on the screen.

Use:	To:
⌘-P	Print a draft of your current file.
⌘-U	Undelete, or get back text you have deleted. This function works only if you use it immediately after deleting text.
⌘-Z	Zoom in to display carriage-return markers. Press the key combination again to hide carriage-return markers.
⌘-Delete	Delete text to the right of the cursor.
⌘-arrows	Move the cursor to the beginning or end of a line, or to the top or bottom of the screen.

NOTE: depending on your system configuration, the Apple prompt may appear as A *or* ⌘.

Alt Key Commands (MS-DOS)

Here are explanations of the Alt key commands. Try using each one as you write or edit in the Compose Draft module.

Use:	To:
Home	Move the cursor to the first letter in the file.
End	Move the cursor to the last letter in the file.
Alt-C or F1	Copy a block of text. *Homework Writer* will prompt you through the process of highlighting the block you want to copy. Then the program will prompt you to position the cursor at the location you want the block copied.
Alt-D or F2	Delete a block of text. *Homework Writer* will prompt you through the process of highlighting the block you want to delete. If you accidently delete a block, you can use the Undelete function, Alt-U, or F9, to get it back.

Alt-E or F3	Switch from Insert mode to Overstrike mode and back again. With Insert mode, you type new text and the old text moves to the right. With Overstrike mode, you type over old text and replace it with new text.
Alt-S or F4	Search your text for a letter, word, or block of text. *Homework Writer* will ask you to type the text you want to find. Then *Homework Writer* will perform the search. Each time the program finds a match, it will highlight it and then ask you if you want to continue the search.
Alt-L or F5	Switch between single- and double-line spacing.
Alt-M or F6	Move a block of text. Once you press Alt-M, *Homework Writer* will prompt you through the process of highlighting the block that you want to move. Then the program will prompt you to position the cursor where you want to place the block.
Alt-N or F7	Display a file you loaded into the Notepad on the screen.
Alt-P or F8	Print a draft of your current file. For more information about printing, see the section, Printing Your Work.
Alt-U or F9	"Undelete" or get back text you have deleted. This function works only if you use it immediately after deleting text.
Alt-R or F10	Display carriage-return markers. Press again to hide carriage-return markers.
Ctrl-Delete	Delete text to the right of the cursor.
Ctrl-arrows	Move the cursor to the beginning or end of a line, or to the top or bottom of the screen.
Alt-(1-9)	Move the cursor through the file. Alt-1 will move the cursor to the beginning of the file, Alt-5 to the middle, Alt-9 to the end, and so on.

Working With the Compose Draft Word Processor for the First Time

If this is the first time you are working with the Compose Draft word processor, here are some instructions to help you get started. In this sample exercise, you'll create a file and save it. Then you'll start a new file, and load the Notepad with the first file you saved. Back in the Compose Draft word processor, you will display the Notepad, and you'll copy some text from the Notepad into your current file. Finally, you'll print a copy of your work.

Remember, *Homework Writer* provides on-screen instructions to help you at every step.

NOTE: depending on your system configuration, the Apple prompt may appear as A *or* .

1. First select Write or Edit from the COMPOSE MENU. *Homework Writer* presents this screen:

2. Type a file name. Once you type it, *Homework Writer* displays the file name. The program also displays these reminders:

3. Anything you type on the keyboard will appear on the screen. Type the following text: *This is a sample file. Once I save this file, I can load it into the Notepad.*

4. Press Esc to return to the COMPOSE MENU. Select Save File from the menu.

   If you are using the program on an MS-DOS computer, the program will then display an empty prefix (\) and ask if this is the prefix you want to use. For now, type **Y** for Yes. (For more information, see the section, Set Data Disk Prefix, on page 35 of this Reference Guide.) You'll see the disk drive's red light flash as *Homework Writer* saves the file on your data disk. (You'll load this sample file into the Notepad as you work on another file.)

5. Once the file is saved, choose Clear File from the COMPOSE MENU. Then select the Write or Edit File option to begin a new document. Type a few lines of text. Then press Esc to return to the COMPOSE MENU.

6. Select the Load Notepad option from the COMPOSE MENU.

   If you are using the program on an MS-DOS computer, the program will then display an empty prefix (\) and ask if this is the prefix that you want to use. For now, type **Y** for yes. (For more information, see the section, Set Data Disk Prefix, on page 34 of this Reference Guide.)

The program will display the data disk's *catalog*, or list of files. Highlight the first file you saved and press Enter.

7. Now, to return to your current file, select Write or Edit File from the COMPOSE MENU. Type some more text and then press ⌘-N (Apple) or Alt-N (MS-DOS) to display the Notepad. Your first file will be displayed on the screen.

   To scroll through the Notepad, if you are using an Apple, press an Apple key along with the Up or Down Arrow key. You can also press ⌘-C to copy text from the Notepad into your current writing.

   To scroll through the Notepad, if you are using MS-DOS, press the Alt key and the PgUp or PgDn Arrow key at the same time. You can also press Alt-C to copy text from the Notepad into your current writing.

8. Press Esc to hide the Notepad. Type a few more lines and then save your second document.

9. Choose the Print File option from the COMPOSE MENU, and respond to the prompts that appear to print a copy of your writing.

Here are some other suggestions:

- If you have already saved Get Ideas or Organize Outline files on the disk, try loading them into the Notepad. Copy blocks of text from the Notepad into your file, and then edit these blocks using the key commands.
- Experiment with appending, or attaching, files to your writing. First, select Write or Edit File, name a new file, and type some text. Then press Esc to return to the COMPOSE MENU. Select the Load File option from the menu. The program will present two options: Load New File, or Append File. Choose the Append File option. Then follow the prompts to select a file to attach to your current file.

THE NOTEPAD

Homework Writer reserves a part of the computer's memory for the Notepad, a special feature that lets you view two files on the screen at one time. You may use the Notepad in a variety of ways as you work in the Compose Draft module. This section explains how the Notepad works and gives you some suggestions for using it.

How the Notepad Works

The Notepad is a part of the word processor's memory. This part of memory is called a *buffer*, or temporary storage space. By loading a file into a buffer, *Homework Writer* enables you to display two files on the screen at one time.

Viewing two files on a screen may seem strange at first. But seeing two files on a screen is similar to keeping a set of notecards next to your notebook as you write an outline, or keeping a rough draft next to the typewriter as you type the final draft. In the following example, you'll see how the Notepad can help you turn an Organize Outline outline into a science report.

Loading and Displaying the Notepad

Let's say that you prepared an outline for a science report on reptiles in the Organize Outline module, and now you want to use the outline to help you write the report in the Compose Draft module. You saved your Compose Draft outline under the name REPTILES.

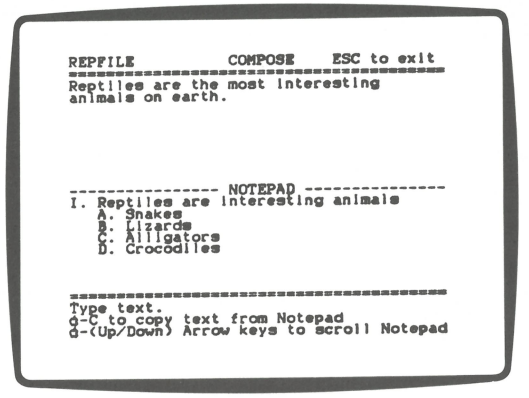
From the COMPOSE MENU, choose Load Notepad. If you are using the program on an Apple computer, *Homework Writer* will display the data disk catalog. Highlight REPTILES and press Return. *Homework Writer* will display a message to tell you it is loading REPTILES, and then it will return you to the COMPOSE MENU.

If you are using the MS-DOS version of the program, the program will display an empty prefix (\) and ask if this is the prefix that you want to use. For now, type **Y** for Yes. (For more information, see the section, Set Data Disk Prefix, on page 34 of this Reference Guide.) *Homework Writer* will display a message to tell you it is loading REPTILES. Then it will return you to the COMPOSE MENU.

Now begin a new file by choosing Write or Edit File. Name this file REPFILE. After you write a few lines, your screen should look more or less like this:

REPFILE COMPOSE ESC for Menu
Reptiles are the most interesting
animals on earth._
Type text or use á-Commands.
Arrow keys move cursor.
DELETE to erase. á-? for Help

At this point, you're not sure which topic should come next. Press ⌘-N (Apple) or Alt-N (MS-DOS) to see the outline that you stored in the Notepad. Now your screen looks like this:



IMPORTANT: If your cursor is on the top half of the screen, Homework Writer *displays the Notepad on the bottom. If your cursor is on the bottom half of the screen,* Homework Writer *displays the Notepad at the top. When you use double spacing on the screen, the Notepad always appears at the top.*

Once you have the Notepad on the screen, you may move through it by pressing an Apple key along with an arrow key (Apple) or by pressing the Ctrl key and either the PgUp or PgDn key at the same time (MS-DOS). Read through the Organize Outline, and use the outline headings as guides for developing the paragraphs in your report.

Copying Text From the Notepad

You can copy text directly from the Notepad into your current writing. To copy from the Notepad, first scroll through the Notepad. Once you see the section of text you want to copy, press ⌘-C (Apple) or Alt-C (MS-DOS). *Homework Writer* will prompt you through the process of highlighting the block you want to copy. Once you highlight the block, *Homework Writer* will remove the cursor from the Notepad and return it to your file. Then *Homework Writer* will prompt you to use the arrow keys to position the cursor where you want the block copied.

Ways to Use the Notepad

The Notepad is a very flexible writing resource. For example, you could use it to:

- Look at Organize Outline files to guide your writing compositions.
- Copy sentences from the Organize Outline files into your drafts to use as topic sentences.
- Edit and modify Get Ideas notes to create rough drafts.
- View a file before you append it to a current file.
- Compare and contrast two treatments of the same topic.
- Take the best material from your drafts.

In other words, use the Notepad as you would a composition book to display notes, outlines, or drafts as you develop and refine a piece of writing.

SAVING AND PRINTING YOUR WORK

As you type, the computer stores your text in memory. But this storage is just a temporary holding place until you save your work to a data disk.

Text that is entered, but not yet stored on a data disk, is as permanent as a soap bubble. If you accidently turn off your computer before saving your work, it will be gone forever. If you save your work to a faulty data disk, you also run the risk of losing it. But if you remember to save your work regularly on good data disks, the risk of losing it is small. Once you save your work on disk, you may load it back into your computer and add to it, edit it, or print it any time.

Homework Writer prompts you to save your work each time you indicate that you are done with an activity. Remember, *Homework Writer* loads one menu selection at a time into working memory. *If you select a new option from the MAIN MENU without first saving your work, it will be gone forever.* When *Homework Writer* warns you to save your work, be sure to pay attention.

Setting Data Disk Prefix (MS-DOS)

If you are using *Homework Writer* with MS-DOS, you can set the prefix of your subdirectory so the program will automatically save your file under that subdirectory on your data disk or hard drive.

Each time you save a file, the program will display the current prefix and ask if this is the prefix you want. To keep the prefix, type **Y** for Yes. To change the prefix, type **N** for No. Then type the new prefix and press Enter.

NOTE: When you first load Homework Writer, *the program will automatically default to (\), an empty prefix (the root directory). It is a good idea to keep the prefix empty, unless you have a specific need to save your work under a subdirectory.*

General Guidelines for Saving Your Work (Apple)

In each module, *Homework Writer* prompts you through the process of naming and saving files. Here are some general guidelines:

- You may use up to 13 letters for your file name.
- Each file name must be unique. If you try to use a file name that is already on your data disk, *Homework Writer* will ask you if you want to *overwrite*, or replace, the old file with a new one.
- Once you save a file, it will be listed on the catalog when you select Load File or Load Notepad in the Compose module.
- *Homework Writer* adds the suffix .O to Get Ideas and Organize Outline file names.
- *Homework Writer* adds the suffix .C to Compose Draft file names.

It is good practice to make a *backup*, an exact copy of your data disk, that you keep in a safe place in case your original disk is ever damaged. To copy an entire data disk, use any commercial copy program or your ProDOS system disk. To make individual backup files, use *Homework Writer* to save your file twice: once to an original data disk and once to a backup disk.

General Guidelines for Saving Your Work (MS-DOS)

In each module, *Homework Writer* prompts you through the process of naming and saving files. Here are some general guidelines:

- Each file name must be unique (maximum eight letters). If you try to use a file name that is already on your data disk, *Homework Writer* will ask you if you want to *overwrite*, or replace, the old file with a new one.

- Once you save a file, it will be listed on the catalog when you select Load File or Load Notepad in the Compose Draft module.
- *Homework Writer* adds the suffix .HWX to Get Ideas and Organize Outline file names.
- *Homework Writer* adds the suffix .HWW to Compose Draft file names.

It is good practice to make a backup copy of your data disk, that you keep in a safe place in case your orignal disk is ever damaged. To copy an entire data disk, use any commercial copy program or your DOS system disk. To make individual backup files, use *Homework Writer* to save your file twice: once to an original data disk and once to a backup disk.

Saving in Get Ideas

When you finish choosing ideas from the Idea Banks, *Homework Writer* brings you to a closing menu that gives you the option to save your work, print your work, or return to the Idea Bank you left.

If you do not choose to save your work, *Homework Writer* will prompt you to confirm your choice when you exit from that particular Idea Bank.

If you do choose to save your work, *Homework Writer* will ask you to enter a name to save your file under. Now type the name, and press Return or Enter. The disk drive's red light flash as *Homework Writer* saves your work on a data disk.

Once you save a Get ideas file on disk, you may load it into the word processor or the Notepad in the Compose Draft module. Once you have loaded your file, you may print it.

MS-DOS NOTE: Each time you save a file, the program will display the current prefix and ask if this is the prefix you want. To keep the prefix, type ***Y*** *for Yes. To change the prefix, type* ***N*** *for No. Then type the new prefix and press Enter.*

Saving in Organize Outline

The Organize Outline module works the same way as the Get Ideas module. Each time you exit from a menu selection, *Homework Writer* gives you the option to save your work.

If you are developing an outline in the Organize Outline module, make sure that you have enough time to complete it before you quit. If you run out of time, you may save or print a partial outline.

Once you save your Compose Draft file on disk, you may load it into the Compose word processor or the Notepad.

MS-DOS NOTE: Each time you save a file, the program will display the current prefix and ask if this is the prefix you want. To keep the prefix, type ***Y*** *for Yes. To change the prefix, type* ***N*** *for No. Then type the new prefix and press Enter.*

Saving in Compose Draft

The Compose Draft module is structured differently from the Get Ideas and Organize Outline modules. Because there are no formal activities, there is no separate closing menu in the Compose Draft module. Instead, you work from one menu.

If you try to quit the Compose Draft module while there is a file in the word processor, *Homework Writer* will prompt you to save your work. If you choose not to save your work, *Homework Writer* will prompt you to confirm your choice.

To save the file that is currently in the word processor, select the Save File option from the COMPOSE MENU. *Homework Writer* will prompt you through the process of naming and saving the file to a data disk. Once you save a Compose Draft file, you may load it back into the Compose Draft word processor at any time.

MS-DOS NOTE: Each time you save a file, the program will display the current prefix and ask if this is the prefix you want. To keep the prefix, type ***Y*** *for Yes. To change the prefix, type* ***N*** *for No. Then type the new prefix and press Enter.*

Printing Your Work

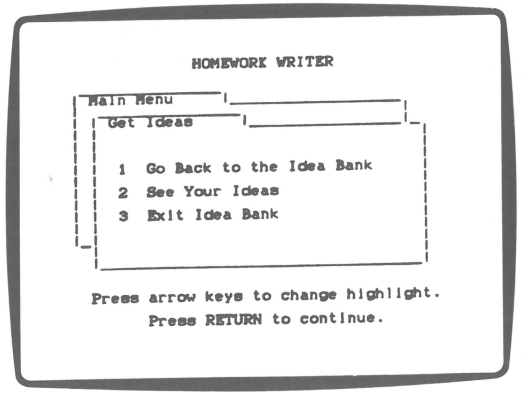
Homework Writer includes several options for printing draft and final copies of your writing. You will probably find that having a printout, or *hard copy,* of your work helps a great deal when you edit and revise. You may discover that a printout can help you see your work from a fresh perspective. With a printout, you can also share your writing project with people who can provide valuable comments and suggestions.

After you have edited and revised drafts of your homework writing, you will want to print a final copy to hand in to your teacher. *Homework Writer* makes it easy to format final copies that include page numbers, single or double spacing, and other features.

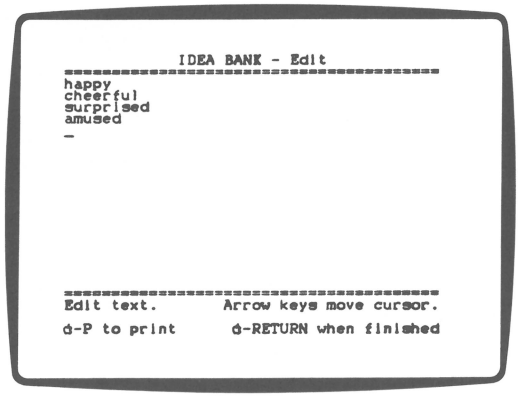
Printing in the Get Ideas Module

There are two ways to print in Get Ideas. You may print a quick draft of your ideas, or you may print a copy of your prewriting from the closing menu.

Here is an example of how the two options work. Let's say that you have just finished choosing ideas from the Moods Idea Bank. Your screen looks like this:



To print a draft of your ideas, first choose See Your Ideas. Your screen will look like this:

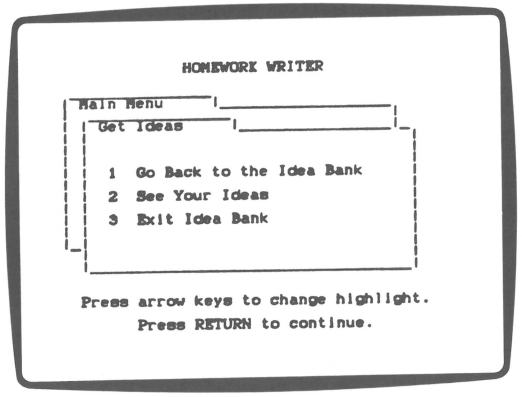


If you are using the Apple version of the program, whenever you see the "⌘-P to print text" message at the bottom of the screen, it means that you can press ⌘-P to print a draft copy of your ideas. (Depending on your system configuration, the Apple prompt may appear as A or ⌘.) Once you press ⌘-P, the program will ask you if you want to pause between pages and if you want single or double spacing. Then it will print your work.

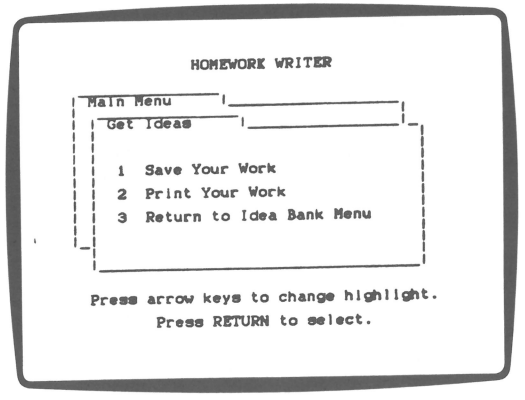
NOTE: If you are working in the 80-column mode and *you are using a nonstandard printer card, you may experience temporary difficulty with your screen display. Don't worry: your text will print properly and when the computer is finished printing the screen will clear.*

If you are using the MS-DOS version of the program, whenever you see the "Alt-P to print text" message at the bottom of the screen in the Get Ideas module, it means that you can press Alt-P to print a draft copy of your work. Once you press Alt-P, the program will ask you if you want to pause between pages and if you want single or double spacing. Then it will print your work.

Now let's say that you have printed a draft of your ideas, looked over the draft, and gone back to add a few more notes. When you finsh editing your notes, you press ⌘-Return (Apple) or, F1 or Alt-F (MS-DOS). You will see the EXIT MENU:



You have finished editing, so choose the Exit option. Now *Homework Writer* displays the CLOSING MENU:



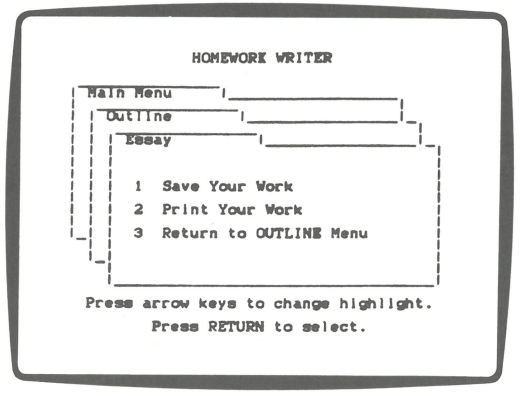
This menu appears whenever you exit from an Idea Bank. Choose the Print Your Work option to print a copy of your writing. When you see the CLOSING MENU, you should also choose to save your work on a data disk.

REMEMBER: If you print a Get Ideas file without saving it, your only copy will be a printout. But if you save the file, you can load it into the Compose Draft module and print it any time.

When you print in the Get Ideas module, *Homework Writer* lets you choose between a single- or double-spaced printout. If you want to choose from more formatting options, and to have more control over how your printout looks, save your file on a data disk, load the file into the Compose Draft module, and choose the Print File option from the COMPOSE MENU.

Printing in the Organize Outline Module

If you finish an activity in the Organize Outline module, or if you press Esc to quit an activity, *Homework Writer* will display this menu:



Choose the Print Your Work option to print a copy of your Organize Outline file. In most cases, you will also want to choose the Save Your Work option to save your outline on a data disk.

REMEMBER: If you print an Organize Outline file without saving it, your only copy will be a printout. But if you save the file, you can load it into the Compose Draft module and print it any time.

When you print in the Organize Outline module, *Homework Writer* lets you choose between a single- or double-spaced printout. If you want to choose from more formatting options, and to have more control over how your printout looks, save your Organize Outline file on a data disk, load the file into the Compose Draft module, and choose the Print File option from the COMPOSE MENU.

Printing in the Compose Draft Module

There are two ways to print in the Compose Draft Module: the Quick Print Function, which allows you to print quick drafts of your file as you type, or the Full Print option, which allows you to print final copies of your writing.

The Quick Print Option

As you type in the Compose Draft module, you can press ⌘-P (Apple) or Alt-P (MS-DOS) to print a draft copy of your work. When you choose the Quick Print function, *Homework Writer* will ask if you want to print your file as shown. If you press Y for Yes, the program will print the file exactly as it appears on the screen. If you press N for No, the program will ask if you want single or double spacing. Then it will ask if you want to pause between pages. Once you respond to these prompts, *Homework Writer* will print your file.

The Full Print Option

The Full Print option gives you several formatting options that are not available in the Quick Print and Draft Print functions described earlier. You can use the Full Print option to print a file you have typed in the Compose Draft module's word processor, or to print files from the Get Ideas and Organize Outline modules that you have stored on a data disk and then loaded into the Compose Draft word processor.

To use the Full Print option to print the file that is currently in the Compose Draft word processor, select Print File from the COMPOSE MENU. Then respond to the series of prompts that appear.

First, *Homework Writer* will ask you if you want to print the file as it is shown on the screen. If you press Y for Yes, the program will assume you want to print it using the line spacing that appears on the screen. If you press N for No, the program will ask you if you want to print using single or double spacing. Then the options shown below will appear. Each option has a default setting. To accept the default, simply press Return or Enter. To change a setting, type the letter of the setting you want and press Return or Enter. Here is a brief description of each option.

To Printer or Screen (P or S) The default is P for Printer. If you press S to print to the Screen, the program will display your printout on the computer monitor, so you can see how it will look before you actually print it. To print to the printer, press Return or Enter to accept the default.

Pause Between Pages (Y or N) The default is N. If you are printing on individual sheets of paper, press Y for Yes and press Return or Enter. If you are printing on tractor-feed paper, press Return or Enter to accept the default response.

Number Pages (Y or N) The default is Y. If you accept the default, the program will print page numbers at the bottom of each page. If you choose N for No and press Return or Enter, the program will not print page numbers.

Print Line Numbers (Y or N) The default is N. If you press Y for Yes and press Return or Enter, the program will print line numbers in the left margin of your file. These numbers can help you edit your text, particularly if you are sharing drafts of your work with others and asking for their comments. If you accept the default response, the program will not print line numbers.

Once you have selected printing options, *Homework Writer* will ask you if you are sure of the settings you have chosen. The default is Y for Yes. If you would like to change the settings, press N for No and press Return or Enter. If you are sure of the settings, check to make sure that your printer is connected and turned on. Then press Return or Enter to accept the default response and begin printing.

USING *HOMEWORK WRITER* WITH OTHER WORD PROCESSORS

Apple Word Processors

Homework Writer saves files as ProDOS ASCII text files. It will also load data files created by other ProDOS word processors, as long as those files have been saved as ASCII files. This makes it easy to use *Homework Writer* with most ProDOS word processors, including *The Bank Street Writer III*, ProDOS *PFS: Write* (128K version), *AppleWorks*, and *FrEdWriter*. For more information, read the sections that follow.

Remove Extra Carriage Returns?

When you try to load an ASCII file from another ProDOS word processor into *Homework Writer*'s Compose Draft module, the program will ask you if you want to remove extra carriage returns from the file. Some word processors place a carriage-return marker at the end of each line when they save a file in ASCII format. Because these extra carriage returns can affect the display of text on the screen, *Homework Writer* will give you a chance to remove them.

Try both Yes and No, if you are not sure what to respond to the prompt. Here are some suggested responses for the word processors discussed in this section.

Word Processor	Remove Extra Carriage Returns?
The Bank Street Writer™ III	Yes
ProDOS *PFS: Write* ™	Yes
AppleWorks ™(version 1.0 or 1.1)	No
AppleWorks ™(version 2.0)	Yes
FrEdWriter ™	No

Bank Street Writer III

Loading a *Bank Street Writer III* File Into *Homework Writer*

To load a *Bank Street Writer III* file into *Homework Writer*, you must first use the Print to Disk function of *The Bank Street Writer III* to save the file as an ASCII text file. Load the *Bank Street Writer III*, and retrieve the file. Then select the Print function from the FILE MENU. When the program asks you: "Print to printer, screen, or disk?" Press D to print to disk. When the program asks if you want to suppress page formatting, press Y for Yes. Then give the file a name, and press Return to print the file to disk.

Once you have printed the *Bank Street Writer III* file to disk, start the *Homework Writer* program and go to the Compose Draft module. Place the disk that contains the file in the disk drive, and load it as you would a standard *Homework Writer* file. When the program asks if you would like to remove extra carriage returns from the file, press Y for Yes.

Loading a *Homework Writer* File Into the *Bank Street Writer III*

The Bank Street Writer III will load *Homework Writer* files directly. Simply place the data disk containing the *Homework Writer* file in a drive, and use the *Bank Street Writer III's* Retrieve function to select and load the file.

ProDOS *PFS: Write*

Loading a ProDOS *PFS: Write* File Into *Homework Writer*

To load a ProDOS *PFS: Write* file into *Homework Writer*, you must first save the file as an ASCII text file. To do this, simply type **.TXT** at the end of the file name when you save the file.

Once you have saved the ProDOS *PFS: Write* file to disk as an ASCII file, start the *Homework Writer* program and go to the Compose Draft module. Place the disk that contains the file in the disk drive, and load it as you would a standard *Homework Writer* file. When the program asks if you would like to remove extra carriage returns from the file, press Y for Yes.

Loading a *Homework Writer* File Into ProDOS *PFS: Write*

To load a *Homework Writer* file into ProDOS *PFS: Write*, simply place the data disk containing the *Homework Writer* file in a drive, and use ProDOS *PFS: Write*'s Get File function to select and load the file. Although *PFS: Write* will get the file, you may experience some problems with screen formatting. Adjusting the Define Page options once you have loaded the file will help, but you may still notice that lines break in unusual places.

AppleWorks

Loading an *AppleWorks* File Into *Homework Writer*

To load an *AppleWorks* file into *Homework Writer* , you must first print the file to disk as an ASCII text file. To do this, create or load the *Appleworks* file, and then press ⌘-P as if you were going to print the file. *AppleWorks* asks: "Where do you want to print this file?" Select the A text (ASCII) File on Disk option. The program will ask you to designate a path name for the file. Type a "/" character, the volume name of the data disk to which you are saving the file, another "/" character, and a name for the file. A typical path name might look like this: /DATA/SAMPLEFILE. Once you have typed a complete path name, press Return to tell *Appleworks* to save your file to disk as an ASCII file.

Once you have saved the *AppleWorks* file to disk, start the *Homework Writer* program and go to the Compose or Evaluate/Edit module. Place the disk that contains the file in the disk drive, and load it as you would a standard *Homework Writer* file. When the program asks if you would like to remove extra carriage returns from the file, press Y for Yes if you created the file with *AppleWorks* version 2.0. If you created the file with versions 1.0 or 1.1, press N for No. If you are not sure whether to press Y or N, try it both ways. Then examine the screen to see which response results in the correct display.

Loading a *Homework Writer* File Into *AppleWorks*

To load a *Homework Writer* file into *AppleWorks*, place the data disk that contains the file into a drive. Then choose the Add Files to Desktop option from the *AppleWorks* menu. When the ADD FILES MENU appears, choose the Make a New File for Word Processor option. When the WORD PROCESSOR MENU appears, choose the Make a New File From a Text (ASCII) file option. *AppleWorks* will ask you to type the complete path name for the file. If you are not sure of the file name or the volume name of your data disk, choose the Other Activities option from the *AppleWorks* menu and ask the program to "List all files on the current disk drive." Once you type the path name and press Return, the program will load the file.

NOTE: If you are using a data disk that was formatted by Homework Writer, *the volume name of the data disk is HW.*

MS-DOS Word Processors

You can use *Homework Writer* with files created on the *Bank Street Writer III™, PFS: Write™*, and many other MS-DOS word processors. You can also load files created with *Homework Writer* on these and other word processors. To do this, follow these rules:

- Load files created with *Bank Street Writer III* or *PFS: Write* into *Homework Writer* the same way you load *Homework Writer* files.

  For example, to load a *Bank Street Writer III* file into the Compose Draft module, insert the *Bank Street Writer III* data disk when the program asks you to insert a data disk. Then highlight the *Bank Street Writer III* file you want and press Enter.

- If you use *Homework Writer* to edit a file created with *Bank Street Writer III* or *PFS: Write*, *Homework Writer* will save it as a new file with a *Homework Writer* suffix.

  For example, a *Bank Street Writer III* file called TEST, will be saved as TEST.HWW. This will not erase the original *Bank Street Writer III* file.

- To load a *Homework Writer* file into *Bank Street Writer III* or *PFS: Write*, load the *Homework Writer* file the same way you would load the *Bank Street Writer III* or *PFS: Write* file.

REMEMBER: Homework Writer *files will appear on the* Bank Street Writer III *or* PFS: Write *file menu with one of the following suffixes: .HWX (Get Ideas or Organize Outline), or .HWW (Compose Draft).*

NOTE: You can experiment using Homework Writer *with additional word processors by following the above rules.*

ISBN: 0-590-86887-X